



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
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WASHINGTON, DC 20350-3000

MCO 7040.11  
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12 FEB 2007

MARINE CORPS ORDER 7040.11

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS BIRTHDAY BALL FUNDING

Ref: (a) MARINE CORPS MANUAL, CHAPTER 1  
(b) 10 U.S.C. § 5042 (2004)  
(c) DOD INSTRUCTION 1015.10, "PROGRAMS FOR MILITARY MWR,"  
NOVEMBER 13, 1995  
(d) MCO P5600.31G  
(e) MCO P5800.16A  
(f) DOD DIRECTIVE 4500.56, "DOD POLICY ON THE USE OF  
GOVERNMENT AIRCRAFT AND AIR TRAVEL," MARCH 2, 1997  
(g) MCO P11240.106B

1. Situation. Provide updated fiscal policy governing the Marine Corps Birthday Ball official ceremonies and social events. This guidance will ensure that all funding sources and fund uses are legitimate, necessary, and reasonable.

2. Cancellation. MCO 5100.31.

3. Mission. This Order provides information, guidance, and procedures concerning the use of appropriated (APF) and nonappropriated funds (NAF) in support of Marine Corps Birthday Balls. This Order applies to all Birthday Balls (Command, Officer, Officer/Staff Noncommissioned Officer (SNCO) and Enlisted Marine Balls), except for the Headquarters, Marine Corps (HQMC) Ball. The HQMC Ball has been designated by the Commandant of the Marine Corps (CMC) as the official ball of the Marine Corps, and is therefore authorized additional APF support.

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#### 4. Execution

##### a. Commander's Intent and Concept of Operations

###### (1) Commander's Intent

(a) The Marine Corps Birthday Ball is the Marine Corps premier social function. The observance of the Marine Corps Birthday Ball must not impose an excessive financial demand on the command. The guidance in this order is intended to ensure suitable observances of the Birthday of the Marine Corps and that funding resources and uses are legitimate, necessary and reasonable in accordance with reference (a). It offers an unparalleled opportunity for Marines to tell the Marine Corps story to influential community leaders. Attendance by Marine Corps General Officers can help increase participation of local civic leaders and consequently enhance the Corps' standing in the community.

(b) The ball is a two-tiered event. One tier is the official ceremony. The other tier is the social event (e.g., dinner and dancing).

1. The Official Ceremony (tier one). The official ceremonial portion of the Birthday Ball is an official function of United States Marine Corps (USMC) that supports the mission and responsibility of the Marine Corps per reference (b) and may be supported with appropriated funds (APF) subject to guidance in this order.

2. The Social Event (tier two). The social event of the ball includes the dinner, refreshments, favors, music, and other social activities. The social event is considered a Marine Corps Community Service (MCCS) MWR Category A event per reference (c) and therefore may selectively be supported with APF and NAF within local resources.

###### (2) Concept of Operations

(a) The ceremony portion of the ball is an official Marine Corps function that includes the color guard,

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Marine Corps Band (for ceremonial music only), historical pageant, reading of General Lejeune's and the CMC's messages, and the guest of honor's remarks. APF assets (e.g., security, transportation, photography, printing, publications, audio, visual support, manpower assets, etc.) used in support of the official ceremony portion of the event are authorized. The Headquarters Marine Corps Birthday Ball because of its designation by the Commandant of the Marine Corps as the official ball of the Marine Corps enjoys additional appropriated fund support in accordance with reference (d).

(b) The social portion of the ball includes the dinner (including the birthday cake), refreshments, favors, mood/dance music, and other social or personal activities. These functions shall be supported through ticket sales, unit fund raising events, and Marine Corps Community Services (MCCS) nonappropriated funds (NAF) if available. The nonceremonial, social portion of the ball is considered a MCCS MWR Category A event, as defined within reference (c) and therefore may selectively be supported by APF and NAF within local resources. For MCCS, the ball support may be an annual, planned, and budgeted expense approved by the Commander.

(c) The following APF support policy is established for expenses that are related jointly to the official ceremony and the social event and are deemed to be valid MWR Category A expenses that are supportable with APF.

1. Gifts. From outside sources to support Ball functions, gifts may only be accepted in accordance with reference (e). Any gift given with the intent to influence DOD or one of its employees is prohibited. Any gambling (including raffles and bingo or any game of chance) is prohibited. Gifts from contractors are prohibited and cannot be accepted. When in doubt, consult our local ethics counselor or Command Judge Advocate.

2. Guest of Honor (GOH), Civilian. APF will not be used to fund the messing, billeting, and transportation expenses for non-active duty guests of honor (or their spouses). Support for non-active duty GOHs and spouses will be provided by ticket sales that may be supplemented by NAF funding, if available.

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3. Guest of Honor (GOH), General Officers.

Commands are encouraged to have a general officer attend the Birthday Ceremony. Host commands must make every effort to first invite a local general officer as a GOH before reaching out to non-local general officers. Because of high demand for speakers and limited TAD funds, only those balls that are in support of community outreach with a community relations or diplomatic benefit will be funded. TAD funds are available through HQMC Public Affairs, (CMC (PAC)) for active duty and reserve general officers and their spouses. HQMC funding is not available for the aide-de-camp to accompany the general officer, nor is funding available for retired general officers. OCONUS requests are discouraged because of the additional costs incurred. Invitations from OCONUS activities will be reviewed on a case-by-case basis. The following required procedures for General Officer have been established.

a. the host command invites the prospective general officer,

b. the aide/secretary provides the following information and a copy of the formal letter of invitation to CMC (PAC) before, but no later than, 30 September with the following information:

(1) date and location of the ball;

(2) whether the spouse is invited, and if so, is the spouse attending (spouses do not rate per diem, therefore they are only authorized commercial air expense);

(3) estimated number of attendees;

(4) a community relations/diplomatic benefit must be identified/demonstrated;

(5) list of civic leaders likely to attend;

(6) other community events in which the general officer plans to participate;

(7) any other general officers participating in the ball;

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(8) full name of the general officer and spouse (if participating), SSN, home address, and mode of transportation (military air or commercial air);

(9) estimated TAD cost; and

(10) dates of departure and return.

c. Spousal travel will only be approved where there is a community relation or diplomatic benefit demonstrated, per reference (f). All invitational travel orders (ITOs) for spouses accompanying the general officer will also be prepared by CMC (PAC).

d. Requests for funds will be forwarded to the Assistant Commandant of the Marine Corps (ACMC) for approval. If the ACMC approves the request, CMC (PAC) will notify the aide/secretary and request actual costs for travel. No RSVPs should be made until ACMC has rendered a decision.

e. CMC (PAC) will provide TAD orders to general officers located at HQMC only; accounting data will be provided for general officers outside of HQMC.

f. After completion of travel, and the general officer has settled the travel claim through the disbursing office, please provide CMC (PAC) with copies of the TAD orders and travel voucher summary of expense sheet from disbursing. CMC (PAC) fax number is commercial (703) 614-2358 or DSN 224-2358. All requests must be received at CMC (PAC) NLT 30 September. Funding for General Officers Birthday Ball attendance is limited; therefore, requests received earlier have an increased chance for support.

4. Photographs. Using official (APF) photographers to capture the official ceremony portion of the ball, to include command chronology type photographs of guest of honor, VIPs and command personnel, is authorized. Any additional use of these photographers to capture an individual's social participation at the ball is prohibited. Commercial photographers may be contracted to capture Marines and their guests' private memories of attending the ball, at no APF expense. This is an appropriate way to photograph the social portion of the ball.

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5. Printing and publication. APF may be used to purchase printed matter for the official ceremony portion of the ball (Programs for the official birthday ceremony menus and invitations are also supportable) in accordance with reference (c), enclosure (6), which authorizes the purchase of printed matter for the social MWR Category A portion of the ball. APF shall not be used to fund other printing expenditures (e.g., name cards, seating charts, etc.) for the social portion of the ball. The Headquarters, Marine Corps ball, however, because of its designation by the Commandant of the Marine Corps (CMC) each year as the official ball of the Marine Corps, may utilize APF for all printing and publishing support in accordance with reference (d) paragraph 2213.

6. Transportation. Paragraphs 2003.2C and 2006.3 of reference (g) allow the use of garrison mobile equipment (GME) in support of unit or installation official Marine Corps Birthday ceremonies. APF funded GME transportation for participants, attendees, and guests to the official ceremony is authorized. Per paragraph (c) above, NAF assets can be used to supplement this transportation to the social portion of the ball, if required and available.

(3) Other birthday ball support

(a) Recorded music: Traditional birthday ball music can be downloaded for the Marine Corps' WEB page at [www.usmc.mil/bandm-bandcd.nsf](http://www.usmc.mil/bandm-bandcd.nsf). Instruction on how to create a CD and cassette tapes are included.

(b) Request for a DVD of the Commandant of the Marine Corps (CMC) birthday message from Marine Corps units should be directed to the nearest combat visual information center (CVIC).

(c) To obtain a signed copy of the Commandant's written birthday message on stationary, submit a written request to Public Affairs (PAC), Headquarters Marine Corps via e-mail to Mrs. Hattie Powell-ray. The CMC written message can be found on the Marine Corps WEB site at [www.usmc.mil/maradmins](http://www.usmc.mil/maradmins).

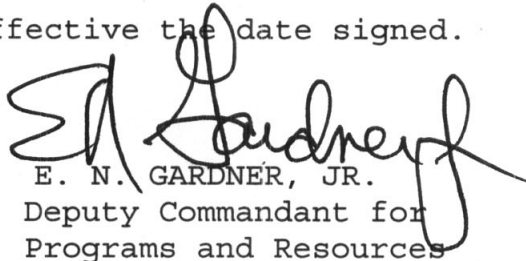
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5. Administration and Logistics. The observance of the Birthday of the Marine Corps is a time-honored and solemn event, combined with the opportunity at the ball for Marines to celebrate ourselves as Marines. Every thought and effort surrounding it is conducted with an emphasis on the highest degree of propriety. Under no circumstances should the official nature of this observance be used to cloak or defray private expenses that are solely those of the attendees at the social portion of the Birthday celebration. All ambiguities must be resolved in favor of references supporting those policies. Close coordination between Commanders, MCCA Directors, Command SJA and/or command counsel is recommended. Specific questions not addressed in this order may be addressed to Programs and Resources Department, CMC (RFR).

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.

  
E. N. GARDNER, JR.  
Deputy Commandant for  
Programs and Resources

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